

January 21, 1999

TO: Members of the MAG Telecommunications Advisory Group

FROM: Debbie Kohn, Avondale, Chairperson

SUBJECT: MEETING NOTIFICATION AND TRANSMITTAL OF TENTATIVE AGENDA

Thursday, January 28, 1999 10:00 a.m.
Office of Norstan Inc.
4561 E. McDowell, Phoenix
(602) 273-6400

A meeting of the MAG Telecommunications Advisory Group (TAG) will be held at the time and place noted above. Please note meeting will be held at the Office of our consultant, Norstan Consulting, to allow for a videoconferencing demonstration. The Norstan office is located at McDowell and Loop 202. To reach this office from Loop 202 take the McDowell Rd. Exit and turn left on McDowell. Norstan's office is the first building on your left.

Please be advised that under procedures approved by the MAG Regional Council on June 26, 1996, all MAG committees need to have a quorum in order to conduct business. A quorum is a simple majority of the membership, or 9 people for the MAGTAG. If you are unable to attend the meeting, please make arrangements for a proxy from your jurisdiction to represent you.

If you have any questions or need additional information, please contact Harry Wolfe or Heidi Pahl at 254-6300.

TENTATIVE AGENDA

	<u>ADVISORY GROUP ACTION REQUESTED</u>
1. <u>Call to Order</u>	
2. <u>Approval of December 17, 1998 Meeting Minutes</u>	2. Review and approve December 17, 1998 meeting minutes.
3. <u>Announcements</u>	3. For information.

An opportunity will be provided to members of the public and Committee members to address the MAG Technical Advisory Group for items that are not included on the agenda.

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| <p>4. <u>Videoconferencing Demonstration</u></p> <p>Norstan Consulting, the contractor for the MAG Videoconferencing Project, will demonstrate the capabilities of a videoconferencing system.</p> | <p>4. For information and discussion.</p> |
| <p>5. <u>Videoconferencing Status Report</u></p> <p>The MAG Teleconferencing and Telecommuting Program will implement videoconferencing technology to facilitate communication among MAG and its member agencies and to reduce travel by eliminating the need to travel to as many meetings. The videoconferencing project will increase opportunities for individuals to participate in the regional decision-making process. The project consultant will review the major elements of the project, discuss accomplishments to date, the schedule for carrying out the scope of work (Attachment One), and the format for the Videoconferencing Kickoff Meetings (Attachment Two).</p> | <p>5. For information and discussion.</p> |
| <p>6. <u>Telecommuting Status Report</u></p> <p>The telecommuting portion of the MAG Teleconferencing and Telecommuting Program, will provide for additional telecommuting alternatives throughout the Valley and encourage telework and proximate commuting. A status report will be provided.</p> | <p>6. For information and discussion.</p> |
| <p>7. <u>Date of Next Meetings</u></p> <p>Meetings are held monthly. The remainder of meetings for 1999 are as follows:</p> <ul style="list-style-type: none">• February 25, 1999• March 25, 1999• April 22, 1999• May 27, 1999• June 24, 1999• July 22, 1999• August 26, 1999• September 23, 1999• October 28, 1999• December 9, 1999 | <p>7. For information, discussion and possible action.</p> |